

Financial / Management Checklist

For organizations with budgets LESS than \$25,000

Organization Name: _____

Grant Award Year: _____

	YES	NO	N/A
1. Does the board of directors meet regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does your organization review the adequacy of its insurance coverage, including property and liability insurance, on an annual basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does your organization maintain the following accounting records:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Receipt books?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Checkbooks (or computer-printed checks)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Cash receipts journal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Cash disbursements journal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Canceled/voided checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. A general ledger?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Paid bills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Bank statements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Time sheets and payroll records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are checks endorsed for deposit only immediately upon receipt?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are cash receipts deposited intact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the practice of signing checks to "cash" or "bearer" prohibited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the practice of pre-signing checks prohibited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are checks signed by two authorized signatures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is a board-approved organization budget developed by fiscal year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are financial reports reviewed monthly or at each finance committee or board meeting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Does your organization have a conflict-of-interest policy for the governing board and employees which prohibits an individual when acting in a position whereby a decision will be made concerning an organization in which the individual has substantial interest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>